

CITY OF MILPITAS  
EFFECTIVE: 8/7/90  
EEOC: Professional  
FLSA: Exempt  
UNIT: Exempt  
PHYSICAL: 1

## EMERGENCY SERVICES COORDINATOR

### DEFINITION

Under general supervision of the Fire Chief, plan, develop, and implement all emergency preparedness planning activities for the City including staff training and community education programs. Coordinate community-wide as a liaison between City governmental agencies; and performs other duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief. May exercise indirect supervision over assigned clerical personnel.

### EXAMPLES OF DUTIES

Performs routine staff work in emergency planning management including data collection and analysis, preparation of State and Federal reports and maintenance of EOC documents and records.

Develops and presents programs in disaster preparedness for the public and City staff.

Serves as the City's representative to County and Regional Emergency Planning and Preparedness committees and organizations, and acts as a liaison to volunteer organizations which may assist the City during a disaster.

Assists schools, medical facilities, business and industry in the preparation of Emergency Plans; coordinates with City departments in preparing, obtaining and distributing information related to emergency planning and preparedness.

Conducts City-wide assessment to determine hazards which may require special emergency response and/or mitigation.

Performs others duties as assigned.

CITY OF MILPITAS

Emergency Services Coordinator (Continued)

QUALIFICATIONS

Knowledge of:

Principles and practices of emergency planning and program development.

Principles of training and community education; research methods and program analysis.

Ability to:

Understand technical issues related to emergency preparedness for disasters such as earthquakes, hazardous materials, and floods.

Design, organize and present programs to the public; write clear and concise letters and reports; maintain accurate records.

Understand State and Federal rules and regulations related to emergency planning.

Education:

Any combination of education and experience equivalent to a Bachelor's degree in public administration, urban planning, public safety or related field.

Experience:

At least two years increasingly responsible experience in emergency preparedness planning and community education.

License:

A valid California driver's license.

Approved by:

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City Manager